

VACANCY ANNOUNCEMENT

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy; 4) Sustainable Economic Development. For further information please visit our website: www.giz.de/viet-nam.

In **Sustainable Economic Development** we work together with our partners in three main topics: Economic Policy, Sustainable Finance and Digital/Private Sector Development. We support Vietnam with technical assistance the green and climate friendly transformation of this sectors considering the social and economic impacts.

The Cluster is looking for a qualified candidate to fill the following position:

Project Officer on PR/Communication and Knowledge Management

Duty station: Hanoi, Viet Nam

Duration: 01. August 2022 – 31. July 2023 with possible extension

Main responsibilities:

- Supports the development and implementation of result orientated communication and knowledge management for the projects of sustainable economic development
- Supports communication related tasks for workshops, events, field trips, journalist visits, publication, campaigns and others
- Assists in the preparation, design, production and dissemination of communications materials such as fact sheets, policy briefs, success stories, videos, technical reports, presentations, event-related materials, giveaways and others
- Prepares terms of reference for consultants and concept notes related to communication products and activities
- Follows up on progress, delivery and quality of the outsourced communication products and activities as assigned
- Maintains and updates social media pages and project websites
- Ensures gender equality and proactively seeks to make a positive contribution to women empowerment in communication concepts, processes and products
- Contributes to the different knowledge management platforms
- Provides support in translation of communications materials when needed
- Monitors print and online media and produce press clippings and communication for Facebook and LinkedIn
- Assists in preparing press releases and event press packages

Minimum Requirements:

- University degree in media, communication, marketing or similar
- Certificates for courses in using graphic design software
- Minimum 4 years of working experience in different aspects of communication, e.g. development of target-group oriented communication material (printed, online and multimedia), corporate branding, event organizations, social media

- Initial experience in international and technical development cooperation, ideally relating to economy, finance or digitalization
- Working experience use graphic design software and/or film editing software (e.g. Adobe Photoshop, Adobe Premiere, Adobe InDesign, Adobe Lightroom and others)
- Experience with Social Media Channels, Wordpress and other Content Management Systems
- Creative thinking and excellent communication skills
- Very strong English & Vietnamese writing skills, German skills would be an asset
- Strong organizational and analytical skills
- Willing to take on responsibility, work independently and travel to project sites for work if necessary
- Constructive team player in multi-cultural environment

Successful candidates will enjoy good working conditions, competitive benefits and compensation and good policies of training and development.

Interested qualified candidates are invited to send the **GIZ Application form in English**, copies of relevant certificates and references, either by email (to hr-giz@giz.de) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam), before **8th July 2022**.

Note: Please state: “**Application for position Project Officer on PR/Coms_SED**” in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please visit our page GIZ Viet Nam – Career Opportunities at <https://www.giz.de/en/worldwide/109163.html> to download the GIZ Application Form.

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